

**January 7, 2021**  
**MHMUA STATUS REPORT**  
**Safety Director and Special Projects & Purchasing Agent**  
**MONTHLY AGENDA UPDATE for December 2020**

Claims:

- Plant Operator – 10/22/2020 – Closed out and returned to work 12/3/2020
- Motor Vehicle Accident, Plant Operations – 11/04/2020
  - Multiple emails and phone conversations with various professionals (Qual-Lynx, T C Irons, and 1<sup>st</sup> Alert Appraisals) regarding the disposition of truck 56
  - Emailed all requested forms, title and declarations as requested
- Workers Comp – Called Med Express regarding continued notices being sent to an employee for a work-related injury
  - Followed up with emails to Qual-Lynx and RMC

**2020 Employee Incident/Injury Reports – Workers Compensation - \* Indicates submittal to Qual-Care/Qual-Lynx\***

| DOL       | Lost Time Days | Restricted Duty Days | DESCRIPTION   | TYPE                           |
|-----------|----------------|----------------------|---|--------------------------------|
| *05/05/20 | 0              | 3                    | Struck in left forearm by rotating handle of davit winch  | Abrasion/contusion / Struck by |
| *05/08/20 | 0              | 0                    | Plant operator felt discomfort in left calf as he exited the cab of the new F-250 at Maple Avenue. No offsite treatment required  | Sprain/Strain                  |
| 07/16/20  | 0              | 0                    | Employee suffered small finger laceration from burr on handle and operating mechanism of new fuel container   | Cut/Puncture/Scrape            |
| *07/29/20 | 0              | 5                    | Emp. Vehicle rear-ended by commercial vehicle while stopped at red light  | Upper body sprain strain       |
| *10/22/20 | 0              | 28<br>Closed         | Plant operators were turning a "tight" valve at Maple Ave. CCT when one heard/felt a "pop" in right elbow causing pain from elbow to thumb. Because of time of injury, directed employee to ER. Had follow-up with Ortho and MRI. Diagnosed with partial tear, received injections and completing therapy | Right elbow                    |
| *11/4/20  | 0              | 0                    | Emp. Vehicle rear-ended by passenger vehicle while stopped at intersection waiting to make a left turn  | Upper body sprain strain       |
| 12/18/20  | 0              | 0                    | Employee pinched tip of finger between wrench and bolt head on pump during routine maintenance  | Caught in or between           |

**2020 General Liability – \* Indicates submittal to Qual Lynx\***

| DOI        | DESCRIPTION          |   |
|------------|----------------------|---|
| 01/28/2020 | Ms. Cadiente         | Alleged T/F in sinkhole at Mi-Place Apts., inspected area and emailed info and photos to Qual-Lynx w/copy to Brian  |
| *04/28/20  | County of Burlington | Boom of VACTOR allegedly struck variable message board on shoulder of Route 541 as part of Property claim below   |
| *09/18/20  | Robert Mitchell      | Claimant reports he stepped on and fell into a "manhole" that was identified as a New Jersey American Water meter pit in front of 154 Grant Street resulting in multiple extremity injuries |

**2020 Property/Automobile Damage – \* Indicates submittal to Qual Lynx\***

| DOI        | DESCRIPTION   |
|------------|---|
| *04/28/20  | The elbow of the VACTOR boom caught a low hanging wire on the exit from Route 541 to Woodlane Road causing the boom to lift out of the support bracket, bending and breaking the boom sleeve        |
| *07/29/20  | Truck 55 rear-ended by commercial vehicle while stopped at red light  |
| *11/4/2020 | Truck 56 rear-ended by a passenger vehicle while stopped at the intersection of High Street and Rancocas Road. No injury to employee but truck has been totaled by 1 <sup>st</sup> Alert Appraisals |

Health & Safety:

- Alcohol and Controlled Substances
  - Pursuant to DOT and FMCSA) and MHMUA policy requirements, scheduled Interstate Mobile Care to complete 4<sup>th</sup> quarter random testing of drivers and filed annual report
- Confined Space
  - Maple Avenue Headworks
    - Discussions with Bob, Tony, and reviewed ventilation requirements with Craig and Carl regarding CSE precautions (ventilation and metering requirements) for the headworks while hot work is taking place

- COVID-19 - Executive Order EO#192
  - Continued to update daily health check tracking spreadsheets with employee activity and temperature readings
- Fire Safety
  - Escorted John from Anchor Fire Safety around all locations for annual fire extinguisher compliance inspection
    - Identified and replaced five (5) non-compliant extinguishers
      - Additional new extinguishers will be purchased to replace several more
- First Aid Kits & Safety Equipment:
  - Checked and refilled first aid kits and ordered additional supplies
- Incinerator Stack:
  - Continued working on draft specification for demolition of the incinerator stack at Rancocas Road
    - Demolition will require the services of an Environmental Engineer for related issues (asbestos, silica, etc.)
- Regulatory Updates:
  - Continued reviewing regulatory websites, periodicals, etc. to identify the need for revision to Authority Safety Manual, policies, training, and safety bulletins
  - Ordered, received and set-up replacement industrial label maker (replaces non-supported unit) used for regulatory, safety, and chemical compliance
- Safety Bulletin:
  - See updated table below
- Safety Committee:
  - Processed agenda, hosted telephonic meeting, and processed minutes for December meeting and emailed to all employees and professionals
- Safety Manual
  - Fleet Safety Policy
    - Made updates to policy and added appendixes A (for forms) and B for (Clearinghouse FAQ)
    - Applies to DOT & FMCSA (CDL) and MHMUA Alcohol and Controlled Substance compliance

#### NJDEP:

- Updated air permit files for all locations and assisted Jason with documents required for upcoming County Health inspection of the pump stations

#### NJUA:

- Met with Brian Maitland from J A Montgomery to review compliance with JIF safety programs and to perform loss control surveys of nine (9) pump stations in Westampton
- Reviewed JIF resolutions and related information provided by Karen following the December JIF meeting
  - Emailed Karen with coverage questions for vehicle rentals to determine if same covers Vac trucks and similar equipment based on the MHMUA loss in 2020
    - No response as of yet

#### MEL:

- Review agenda and minutes from previous Safety & Education Committee meeting in preparation for the upcoming meeting

#### Purchasing & Contracts:

- Arc Flash:
  - Received, reviewed, and disseminated project update received from EG&R towards completion of contract
    - Tony and Wayne will review and advise of any concerns or revisions
- 2021 Professional Contracts
  - Completed updating eight (8) RFP documents for advertisement for 2021 professional services
  - Developed one (1) new RFP specifically for Special Project Consulting Engineer for advertisement for 2021 professional services
- Global Industrial
  - Continued emails and phone conversations with Global representative to resolve outstanding PO for safety and PPE purchased in fall of 2020
    - Credit was awarded the MHMUA as certain items were not available
    - Global altered an MHMUA PO to reflect a change in price after credit was issued
    - Global was informed in writing the MHMUA will not pay on the PO that was altered and was emailed a revised PO
    - The MHMUA is still awaiting receipt of a signed PO
- County of Burlington Co-Op

- Review 2021 cooperative purchasing agreement from BURLCO, highlighted and forwarded to Bob, Pat and Russ
- Plant Pickup – Replacement for Truck 56
  - Reviewed State and ESCNJ Co-Op pricing for new pickup truck
    - Calls and email discussions with Mike Wright at Beyer of Morristown to check availability and pricing under both contracts
      - Has Dodge 1500 PU on lot
      - Obtain and review cut sheet and email to management for review
  - Calls and discussions with Linda Hoffman at Winner Ford
    - Have nothing on lot but State just approved extension for F150, 250 and 350 models (12 – 16 weeks out)
      - She will provide cut sheets for review
- Roll Off Truck:
  - Continue to search for a financially feasible option to replace the aging roll-off truck currently in use
    - Drafted “rough” RFP outline for 2018 or newer model and reviewed with Bob and Russ
      - Russ also reviewed with maintenance
    - After discussion with several haulers and in consideration of cost verses needs, the draft will be made more generic
- Tarnsfield Pump Station Replacement Generator
  - Tentative delivery is 2<sup>nd</sup> week of December
    - SHIPPED AND WE HAVE BEEN TRACKING BUT NOT YET ARRIVED

Training:

- New Employee training was completed for plant operator for the following topics:
  - Right-to-Know, Communicable Disease, PPE, Arc Flash, Electrical Safety, Fire Safety, Lock Out/ Tag Out LOTO, Confined Space Entry (CSE), Fall Protection, and Multi-Gas

| <b>2020 In-Person Training Programs</b>                            |  | <b># of Seminars</b> |
|--|--|----------------------|
| Accident/Incident Investigation                                    |  |                      |
| Aerial Lifts and Truck-Mounted Aerial Devices                      |  |                      |
| Asbestos, Silica & Lead Awareness, including NJ Dry Cutting law    |  |                      |
| Back Safety/Material Handling                                      |  |                      |
| Bloodborne/Waterborne Pathogens (Communicable Disease)             |  | <b>6</b>             |
| Confined Space Entry/Fall Protection/Multi-Gas Meters              |  | <b>7</b>             |
| CPR / AED / First Aid  |  |                      |
| Defensive Driving  |  |                      |
| Electrical Safety / Arc Flash / Lockout Tagout (LOTO)              |  | <b>2</b>             |
| Employment Practices Liability Harassment/Hostile Work Environment |  |                      |
| Federal Motor Carrier Safety Administration Regulations (FMCSA)    |  |                      |
| Fire Extinguishers / Fire Safety/Hot Work & Welding                |  | <b>2</b>             |
| Hand & Power Tools, Powder Actuated Tools & Chainsaw Safety        |  |                      |
| Hazard Communication (NJ RTK) w/ Global Harmonizing System (GHS)   |  | <b>6</b>             |
| Hazardous Materials Level One Awareness                            |  | <b>2</b>             |
| Heavy Equipment Safety   |  |                      |
| Jetter/VACTOR Truck Safety Awareness                               |  |                      |
| Ladder Safety/ Walking & Working Surfaces                          |  |                      |
| Level One Awareness  |  |                      |
| National Incident Management System (NIMS)                         |  |                      |
| PPE & Respiratory Protection                                       |  |                      |
| Office Safety  |  |                      |
| Spill Prevention Control & Countermeasure (SPCC)                   |  |                      |
| Trench & Shore (Excavation Safety)                                 |  |                      |
| Work Zone/Flagger  |  |                      |
| <b>TOTAL YTD</b>   |  | <b>25</b>            |

Listed below are the Safety Bulletins and E-Training Bulletins that have been distributed to employees YTD

| <b>Safety Bulletins</b>   | <b>E-Training Bulletins</b>   |
|---|---|
| 3M/DBI SALA Winch<br>Highlights of Excavation<br>March Ladder Safety Month<br>Coronavirus Protocols | Communicable Disease/Waterborne Pathogens<br>Excavation Safety<br>Confined Space Safety<br>Multi Gas Meters |

|   |   |
|---|---|
| Nutritional Culture Shift<br>Combating Stress Through Nutrition<br>Understanding Nutrition Labels<br>EPIC Underwriters/CNA Safety News<br>COVID-19 Disinfect to Protect<br>MEL Safety Institute COVID-19 for Water & Wastewater<br>Reuse of Respiratory Protection<br>COVID-19<br>EPIC Underwriters/CNA Property Updates<br>Reducing Risk of Skin Cancer<br>The Heat is ON, Preventing Heat Stresses<br>Complacency in Workplace<br>COVID Travel Advisory<br>Maple Avenue Fire Alarm Upgrades<br>COVID-19 Understanding Contact Tracing<br>COVID-19 Workplace Safety<br>Workers Compensation, Non-Compensable Injuries At Work<br>Overview of Excavation Fatality<br>National Safety Council Update, Increased Drug Use in the Workplace<br>Workplace Bulletin – Performing Daily Health Checks<br>COVID-19 Updates with Cold, Flu and COVID Symptom Comparison | Personal Fall Protection<br>Electrical Safety<br>Arc Flash Safety<br>Lock-Out/Tag-Out<br>Fire Safety & Hot Work<br>Personal Protective Equipment (PPE)<br>Respiratory Protection<br>Personal Protective Equipment<br>First Aid & Medical Emergencies Part 1<br>Stopping the Bleed, Medical Emergencies Part 2<br>CPR & AED, Medical Emergencies Part 3<br>Respiratory Difficulties, Medical Emergencies Part 4<br>Overview of Governor's COVID-19 Executive Order #192<br>MHMUA COVID-19 Compliance Plan for EO#192<br>Authority Daily Health Check Protocols |
|---|---|

### **Permit Required Confined Space Entries – January 1, 2020 thru December 31, 2020**

#### ***Activity to be Reported Quarterly***

Report from Collection System may not be available at time of report and will be included in next month's report

| <b>2020 Confined Space Entry Activity by Location</b>   |           |           |            |              |           |           |             |           |           |            |           |           |             |
|---|-----------|-----------|------------|--------------|-----------|-----------|-------------|-----------|-----------|------------|-----------|-----------|-------------|
| <b>Rancocas Road Treatment Plant</b>  |           |           |            |              |           |           |             |           |           |            |           |           |             |
|   | Jan       | Feb       | Mar        | Apr          | May       | June      | July        | Aug       | Sept      | Oct        | Nov       | Dec       | TOTAL       |
| Grit/Screen   | 0         | 0         | 1          | 0            | 0         | 0         | 0           | 0         | 0         | 0          | 0         | 0         | 1           |
| Trickling Filters   | 1         | 1         | 1          | 1            | 0         | 1         | 2           | 1         | 1         | 0          | 1         | 0         | 10          |
| Other   | 11        | 5         | 12         | 14           | 4         | 8         | 7           | 12        | 5         | 5          | 3         | 5         | 91          |
| <b>TOTAL</b>  | <b>12</b> | <b>6</b>  | <b>14</b>  | <b>15</b>    | <b>4</b>  | <b>9</b>  | <b>9</b>    | <b>13</b> | <b>6</b>  | <b>5</b>   | <b>4</b>  | <b>5</b>  | <b>102</b>  |
| <b>Maple Avenue Treatment Plant</b>   |           |           |            |              |           |           |             |           |           |            |           |           |             |
|   | Jan       | Feb       | Mar        | Apr          | May       | June      | July        | Aug       | Sept      | Oct        | Nov       | Dec       | TOTAL       |
| <b>TOTAL</b>  | <b>0</b>  | <b>0</b>  | <b>2</b>   | <b>1</b>     | <b>1</b>  | <b>6</b>  | <b>0</b>    | <b>0</b>  | <b>0</b>  | <b>0</b>   | <b>0</b>  | <b>1</b>  | <b>11</b>   |
| <b>Collection System</b>  |           |           |            |              |           |           |             |           |           |            |           |           |             |
|   | Jan – Mar |           |            | April – June |           |           | July – Sept |           |           | Oct – Dec  |           |           |             |
| Pump Stations   | 71        | 76        | 113        | 80           | 59        | 79        | 77          | 69        | 61        | 118        | 49        | 79        | 931         |
| <b>Combined</b>   | <b>83</b> | <b>82</b> | <b>129</b> | <b>96</b>    | <b>64</b> | <b>94</b> | <b>86</b>   | <b>82</b> | <b>67</b> | <b>123</b> | <b>53</b> | <b>85</b> | <b>1044</b> |
| <b>Hot Work Permits – (for welding/cutting/brazing/grinding) - January 1, 2020 thru December 31, 2020</b> |           |           |            |              |           |           |             |           |           |            |           |           |             |
|   | Jan       | Feb       | Mar        | Apr          | May       | June      | July        | Aug       | Sep       | Oct        | Nov       | Dec       | Total       |
| <b>Plant R &amp; M</b>  | <b>1</b>  | <b>0</b>  | <b>2</b>   | <b>4</b>     | <b>1</b>  | <b>1</b>  | <b>3</b>    | <b>2</b>  | <b>1</b>  | <b>0</b>   | <b>1</b>  | <b>4</b>  | <b>20</b>   |